

State Farmers Market
1201 Agriculture Street, Raleigh, North Carolina 27603
Telephone (919) 733-7417 / Fax (919) 733-9932
FARMERS AREA GUIDELINES---EFFECTIVE January 1, 2011

Welcome to the State Farmers Market. **Use of the Farmers Area is for growers only.** To permit fair and equal opportunity for all sellers and to ensure quality products for buyers, the following rules have been developed. They will be revised and updated as needed, and may be modified according to the season and products being sold. We want to work with you and welcome your ideas and suggestions at anytime. To achieve maximum benefits and provide the best market, Everyone - growers, sellers, customers, and management must share and work together. Thank you for choosing the State Farmers Market to sell your products. The Market Manager may deny the privilege of operating on the Market to any person who violates these guidelines and rules, or who otherwise takes actions which are determined by the Market Manager to be detrimental to the Market. The Market Manager specifically reserves the right to request additional information or documentation before making a decision to deny or limit access to the market, but is not required by these guidelines to do so. The privilege of selling on the market is not an entitlement. In utilizing his or her discretion to suspend, revoke, or otherwise terminate a seller's privilege to sell on the market, the Market Manager may consider a seller's history of cooperation with the Market Manager and the seller's good faith effort to obey the guidelines and rules of the market. Likewise, any effort to manipulate or to violate the spirit of the guidelines and rules may be considered. The ultimate discretion for eligibility determinations belongs to the Market Manager, and determinations are final once they are rendered. **Sellers are not to purchase products from Wholesale Houses, Truckers Shed, Market Shoppes, Nurseries, or other outside sources in order to resale them in the Farmers Area.**

FARMERS AREA OPERATIONAL GUIDELINES:

- 1) The Farmers Area is for growers only. All growers that are interested in selling in the Farmers Area must complete a Vendor Application Form annually. Market Management will review the application and you will be contacted. You will need to be prepared for a farm visit and will need to supply a FSA form 578 producer print if space is available. We are currently at capacity and any new applicants would be placed on a waiting list. During peak seasons space availability will be limited. We will do the best we can to find growers a place to sell. Market management will be available to discuss space availability during office hours 8am- 5pm Monday through Friday. Space availability will be determined according to seasonal demands.
- 2) Once approved, all vehicles with product are to use the second entrance, stop at gatehouse and pay appropriate fee. All growers need to report product and amount of product. Fees must be paid daily or weekly. A late fee of \$2.00 per day per space will be assessed when space fee is not paid by 6pm. Farmers Areas are open to the public from 6 AM – 8 PM Monday through Saturday and 8 AM – 6 PM on Sunday. Space rents from 12:01 AM – 11:59 PM each day. Growers and their immediate family will be limited to four spaces inside of the farmers building. Rent is to be paid all days that space is occupied. Growers are expected to be in their rented space from the hours of 9 AM – 5 PM each day. **HONOR BOXES ARE NOT TO BE USED.** If vacating the space, everything (vehicles, trailers, tables, containers, waste, etc.) must removed from the market. Market users are to remove vehicles, products or property as directed by the Market Management.
- 3) Commercially manufactured farm, craft and baked good items are prohibited in the Farmers Area. In order for growers to sell baked goods and canned items, sellers must provide kitchen inspection and label products. The office of N.C Food & Drug Protection (919) 733-7366 handles the inspection. All craft items must go to the Craft Building. **Baked Goods** can only set up in designated areas. Growers wishing to sell craft or baked good items must meet with Market Management prior to offering them for sale. No canned vegetables are to be sold.
- 4) **Value Added Products:** To sell value added products in the Farmers Area you must produce the raw product that the value added product comes from, Ex: strawberry jelly or jam- Strawberries, Pickles - cucumbers, Relishes – peppers, tomatoes, etc. You must also have the proper certification to produce these products. Example: acidified food license, & kitchen inspection. Perishable products will have priority over non-perishable product as far as space allocation. **No concession foods can be sold in the Farmers Area.**
- 5) Sellers that plan to use the words “Organically Grown” or “Pesticide Free” must meet with Market Management to discuss their intentions prior to using them on signs in their spaces. In the event that no one is in the office at the time you wish to sell, products could be sold, but without the use of the words “Organic” or “Pesticide Free” until a meeting is scheduled with management.

- 6) No live animals or birds may be sold on The Farmers Market. **No cooking is allowed in the Farmers Area due to electrical restraints. In order to sell meat and seafood on the market you must follow the guidelines in The SUPPLEMENTAL GUIDELINES FOR SELLING MEAT, POULTRY AND SEAFOOD on the Farmers Market.**
A copy of these guidelines is posted on the web site or can be picked up at our office.
- 7) **Complaints:** It is the responsibility of the market seller to satisfy customer complaints. Upon receipt of numerous complaints about the same market seller, this person may be denied privilege to use the market. If anyone has a complaint about another grower, be specific. Write down information and give to the Market Manager.
- 8) All sellers who retail must display their name, (or farm name) and address. All other signs must be approved by the market office. All displays and signs for retail sales must be oriented towards the center aisle. Use of price cards is encouraged.
- 9) Sellers are responsible for accidents or injuries that occur within their rented space or involving their displays or equipment (trailers, tables, signs, umbrellas, etc.) and may want to purchase a liability insurance policy. Sellers may be asked to sign a statement about their use of and acceptance of responsibility for potentially dangerous items used in their spaces. Please help the market maintain and keep restrooms clean.
- 10) Certified growers from out of state will pay a double rate and must sell only their own products (*only the grower and his or her spouse or their children, living with them, may sell*). Out of state growers are not allowed to designate other growers or employees to sell their products and may not sell to other growers within the Farmers Area.
- 11) Market Management must approve all outside space use before it is used. This includes vehicles, handcars, signs, cones, tow motors, etc. Outside space is \$15.00 per space per day. Keep in mind that using an outside parking space means a customer cannot use it! Parking spaces around Farmers 1 and the Connector are for customers, outside parking spaces can only be used around Farmers 2. When spaces are needed for re-loads please unload in a timely manner and move your vehicle to the front lot. The front lot will be designated for vendor/employee parking. Any vehicles left on the market for more than 7 days will be charged \$4 per day. Market Management will designate an area for storage.

FORK LIFT GUIDELINES

- A. You must have an operator certification to have a tow motor (forklift) operating in the Farmers Area. The N.C. Industrial Commission or OSHA requires this. We need to have a copy on file in the office.
- B. There will be a \$360.00 per year or \$50.00 per month fee to keep a forklift on the Market for use in the Farmers Area. Fork lifts are not to be parked around Farmers Building. Market Manager will designate an area for fork lift parking.
- C. All fork lifts must be parked in the wooden fence in the big parking lot. The area is for fork lifts only. No pallets, bin boxes, product or trash. Violators will lose the privilege of having a fork lift on the market.

ELECTRICITY: Due to electrical restraints in the Farmers Building, no salamander heaters, refrigerators, coolers, hot plates, or televisions are allowed. **NO COOKING!**

TRASH: Each vendor is responsible for the disposal of their waste. We will provide an area for the disposal of your product at our maintenance building. There is a green compactor for food waste and bio- degradable refuse and a gray compactor for trash. There is also a cardboard collection area. All market vendors can use this area at no charge but please use the appropriate container. For example: **Green container: produce, plant material, and anything that's biodegradable.** Gray container: plastic, wax cardboard, Styrofoam, floor sweepings, and general trash.

These guidelines are authorized by the N. C. Administrative Code governing State Farmers Markets

If Market Staff finds that any of these rules are not being followed, the penalties will be:

1st Offense - Written Warning

2nd Offense - Banned from all use of the Market for 30 days.

3rd Offense - Banned from all use of the Market until January 1st of the following year.

FARMERS AREA
SEASONAL PRODUCE GROWERS SPACE ALLOCATION GUIDELINES

Guidelines that cover all situations and circumstances are difficult to develop. These guidelines can change depending on seasons, products, grower situations, and the Market Managers discretion. Due to space limitations The State Farmers Market has had to adopt new space allocation procedures. Space allocation will be based on space designation made in 2010. Beginning April 1, 2011 the Seasonal Produce Grower that occupied the space in 2010 will have 1st option of refusal for that space. There will be a waiting list for any grower that would like to sell in Farmers 1 or The Connector. When a Seasonal Produce Grower goes out we will add the 1st grower on the Seasonal Produce Grower waiting list to a space in The Farmers Area.

Definitions:

Seasonal Produce Grower-Seller: Will use the same space used in 2010 beginning April 1, 2011 as determined by market management. Grower offers for sale fruits and vegetables grown or produced on land that them or their immediate family own or lease. All crops must be FSA Certified. Grower or immediate family members must man spaces. Growers-Sellers will be referred to as an “A” grower.

Seasonal Produce Grower-Buyer-Seller: Will use the same space used in 2010 beginning April 1, 2011 as determined by market management. Grower offers for sale fruits and vegetables grown or produced on land that them or their immediate family own or lease. In addition, they may purchase from 3 certified N. C. growers. A Grower-Buyer-Seller must certify the fruits and vegetables that they grow through FSA. The grower may purchase from 3 FSA certified North Carolina Growers, but must produce ½ of the product on their stand at anytime. Example: If the grower produces 5 items themselves, they can only buy ½ that amount from the certified grower which would be 2 items. The Grower-Buyer-Seller may buy from the North Carolina Farmers Wholesale Area. A Grower-Buyer-Seller will be referred to as a “B” grower.

Seasonal Produce Grower-Designated Seller: Will use the same space used in 2010 beginning April 1, 2011 as determined by market management. Grower offers for sale fruits and vegetables grown or produced on land they or their immediate family owns or leases and has designated a person to represent them at the market. The grower forfeits his/her opportunity to sell on the market themselves for the season. The grower must visit with market management to request and explain the situation and provide FSA certification of the crops they produce. A Grower-Designated Seller may only represent one grower per season. A Designated grower- seller will be referred to as a “C” Grower.

Seasons:

Fall-Winter Season (September 1st-April 1st): “A”, “B” and “C” growers may select any space on a first come first serve basis that is not being or going to be used by a Seasonal Produce Grower. Growers must be producing half of the product offered for sale. The Designated Seller may only sell the fruits or vegetables the “C” grower produces. To qualify for 2 spaces during the season you must bring in 300 packages per week.

Summer Season (April 1st-August 31st): Pre determined space allocation will be used. Space designations of A,B,and C will be verified. To qualify for 2 spaces during the season you must bring in 300 packages per week.

Certification: The grower must certify all crops with a Form 578 through your county Farm Service Agency. The grower must also visit with market staff prior to occupying a space and declare their status as an “A”, “B”, or “C” grower. A grower may change his/her status from season to season, but must abide by the rules of that designation.

Penalty: Any grower violating the Seasonal Produce Guidelines will be subject to a minimum of 10 days and a maximum of 30 days suspension from the farmer’s retail area.